

# PRACTICES AND PROCEDURE MANUAL

## REVISION #14 TABLE

CHAPTER	PAGE	NATURE OF REVISION
<b>Manual revisions approved at the 7/16/01 Manuals Committee Meeting</b>		
2000	2-5	Add to Section <b>2220 Guidelines</b> F. Insert 3 and edit 4. Has language about supervisory responsibility, assigning the referral, ability to change risk tag, and documenting referral changes.
2000	2-13 to 2-14	Add to Section <b>2331 High Standard</b> D 2a, b; Section D a and b have added materials regarding allegations of abuse, the need for the social worker to interview the child and that the interview should minimize trauma.
3000	TOC	Add 35111-35116
3000	3-5 to 3-7	Add Section <b>35111-35116-Crisis Residential Centers (CRC)</b> . Describes CRC placements, types of CRCs, and role of DSHS
4000	Table of Contents, p	Add Section 4267-Policy 01-05, Removal of Children from Licensed Care; Section 4545-Responsible Living Skills
4000	4-13 to 4-16	Add Section <b>4267-42673-Policy 01-05, Removal of Children from Licensed Care</b> . This section covers guidelines for CA DCFS and DLR staff involved in placement and removal of children from licensed or certified care.
4000	4-36 to 4-37	Add to Section- <b>43092 Foster Care Passport Program</b> . New language is put in this section that expands and clarifies information on the passport Program. A. 1-information about changes in CAMIS, 1a-e deleted. A. 2 has added language about documentation in the Health & Education (H & E) database and former A. 2 & 3 deleted. A. 3 & A 4. added regarding Health & Education. B. Delete all of B. and replace with Children Enrolled in the Foster Care Passport Program (FCCP) B. 1-5. Add C. 1-3, Changes in the Placement Setting. Delete D., E., and F.
4000	4-37to 4-44	Add to Section <b>4310-Independent Living (IL) Program</b> . The IL section has had major edits for clarity and expansion of processes and to include content from SHB 1259a.
4000	4-142 to 145	Add Section <b>4544-45448-Responsible Living Skills (RLS)</b> . This is a new section that describes the services, eligibility, and procedures for access, placement, case coordination and exit from RLS.

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<b>Manual revisions completed electronically 12/21/01</b>		
<b>Changes resulting from Kidscreen</b>		
3000	3-13 to 3-14	Section <b>3711 Out-Of-Home Placement</b> . Add C. about screening if in care beyond 30 days
4000	4-19	Sec. <b>4303 Case Plans</b> . Insert A. 3 for screening; Add 1 & 2 to B. relating to ISSP after 60 days and a plan for developing independent living skills if 16 and over.
4000	4-32 to 4-33	Sec. <b>4307 Voluntary Placement Agreement</b> . Add screening information to B. 1 a. & b.; and 3. a.
4000	4-34	Sec. <b>43091 Individual Service and Safety Plan (ISSP)</b> Add 3. to A. about ISSP including screening and plans to meet multiple needs.
4000	4-49	Sec. <b>4413 Placement Services</b> . Add B. about placement information including screening results that identify multiple needs.
4000	4-101	Sec. <b>45302 Eligibility</b> . Under A. change section 4306 to 4307.
<b>Other Changes</b>		
4000	4-5	Sec. <b>4253 Assessment For Decision to Place in Out-Of-Home Care</b> . Add 1-4 to A. about Good Cause determination.
4000	4-8 to 4-9	Sec. <b>42631 Conflict of Interest</b> . A. & B. 1-2 are added to insert language from HB 1102-C 318 L 01, Section 4, Foster Parents' Rights.
4000	4-110 to 4-111	Sec. <b>45334 Rehabilitative Treatment</b> . New section relating to after care by BRS.
4000	4-145 to 4-150	Sec. <b>4545 Hope Centers</b> . New section describing Hope Center services, eligibility, procedures, length of stay, staff, case coordination & payment
Appendix C		<b><i>Guidelines for Activities for Children in Foster Care</i></b>
<b>Kids Come First Changes</b>		
2000	2-21 to 2-24	Sec. <b>2335 A. -L. DLR/CPS Use of Safety Assessment And Safety Planing Tools</b> . New section describing safety assessment and documentation
2000	2-13to 2-19	Sec. <b>2331 High Standard</b> . Delete D. 5 and replace with D. 5. a.-c. and insert D. 6-13. The former D. 6-20 is now 14-28. The section describes Safety assessments and documentation on referrals risk tagged 3, 4, or 5. The Safety Plan will be documented in CAMIS if one is required.
2000	2-27	Sec. <b>2520 Investigation</b> . The entire section is deleted and replaced with language to complete an investigative risk assessment on all cases of CA/N no later than the 90 <sup>th</sup> day unless waived by the supervisor of the section.
2000	2-26	<b>2513 Case Management Functions</b> . Add H. 1-6 naming the parties involved in staffing decisions.

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2000	2-27 to 2-29	Sec. <b>2540 Investigative Risk Assessment</b> , a name change from Summary Assessment. In all cases where Summary is named it is changed to Risk Assessment. All of B. is deleted and replaced with B. 1-4. The section describes (1) Cases Closed Within 90 Days Without Services; (2) Cases Closed Within 90 Days With Services; (3) Cases Opened Beyond 90 Days With Voluntary Service Agreement; (4) Cases Open Due To Placement or Dependency Action. It details what is required in each section of Investigative Risk assessment.
2000	2-43	Sec. <b>2562 Child Protection Teams</b> . In B. 1 b. ii, iii, iv language is added to list of others needed as part of the CPT, requests a written report from a provider not able to attend, and if appropriate the family should be part of the CPT.
4000	4-1 to 4-2	Sec. <b>4132 Cases Transferring From Child Protective Services and FRS</b> . 3. Is added to B. that describes transfer from CPS to CWS and if agreement is not reached supervisory review will be required.
4000	4-16 to 4-18	Sec. <b>43022 Parent Involvement</b> . C. to F. has been inserted and the former C. & D. becomes G. and H. The inserted sections describe the parents and the parents' lawyer to request a case conference and the parties who should be included in the case conference.
4000	4-21 to 4-22	Sec. <b>43051 Reasonable Efforts To Return A Child Home</b> . B. & C. are inserted and the former B. is now D and E. is added. & B. & C. describe a Safety Assessment, if less than 60 days in placement prior to return home and a Reunification Assessment if over 60 days for children 11 years of age or younger before a reunification decision is made. E. is added to document the reunification in the ISSP describing why the decision was made to reunify.
4000	4-24 to 4-26	Sec. <b>43054 Permanency Planning Staff</b> . B. 2. is changed to make the necessity of inviting participants a must rather than encouraging. Other participants have been added to the list of invitees. B. 3. Is added to request written reports if a provider is unable to attend. E. 1. Requires the social worker to document who attended the staffing and/or who submitted written reports.
4000	4-30	Sec. <b>43064 Filing A Petition To Terminate Parental Rights</b> . Add C., which describes requests for continuances.
4000	4-153	Sec. <b>4650 Administrative Case Review</b> . In C. 3- 8 is added naming others who are to receive advance notice about the review.